

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 08-04

FINANCE & ADMINISTRATION ANALYST

Dallas, Texas

Closing Date: Open Until Filled

Salary: \$40,115—65,249 (CL 26)*

*The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

The Finance & Administration Analyst is a member of the Administrative Services section (Finance/Accounting, HR/Training, and Procurement/Facilities) of the Bankruptcy Clerk's Office, and reports to the Administrative Services Manager. The incumbent spends approximately 50% of his/her time performing accounting and reporting in support of the Financial Administrator, and serves as an alternate in her absence. The remaining portion of the Analyst's time is spent providing support for the procurement/facilities function, and working with the Administrative Services Manager on statistical reporting, financial control initiatives, and other analytical projects as required

Representative Duties

Accounting and Reporting:

1. Uploads, posts, and reconciles daily cash receipts within the automated bankruptcy receipt financial system (FINSYS).
2. Manages installments and in forma pauperis (IFP) applications.
3. Assists with end-of-month closeout of receipts & deposits.
4. Maintains Barred Filers Listing, and updates/corrects flags in electronic case management system as needed.
5. Enters vouchers into financial accounting system (FAS4T) on monthly basis to initiate payments to trustees.
6. Processes Unclaimed Funds Applications using electronic case management system, and initiates approved payments in FAS4T.
7. Assists with processing travel vouchers.
8. Inputs non-PO-related vouchers into automated system

9. Reconciles court registry investments system (CRIS) interest payments weekly.

Procurement and Facilities:

10. Manages copier, fax, and postage meter accounts.
11. Manages office supplies.
12. Assists with the input of PO-related vouchers to FAS4T.
13. Assists with the receiving of products.
14. Assists with coordinating resolution of facility maintenance issues.
15. Assists with maintenance of financial/procurement files.

Financial Control & Analysis:

16. Acts as the District Custodial Officer, maintaining the database of the court's physical assets, and coordinates the performance of annual physical inventory audits.
17. Assists the Administrative Services Manager with the generation of monthly Case Statistics & Analysis reports for the Judges and Clerk's management team.
18. Performs other special projects & analyses as required.

MINIMUM REQUIREMENTS:

Bachelor's degree in accounting, finance, business, or related field is preferred, and candidates with a minimum of 3-5 years of related/applicable experience will be more competitive.

Desired competencies include:

- Strong proficiency with Microsoft Excel, Word, and PowerPoint. Familiarity with Microsoft Access would be helpful.
- Effective verbal and written communication skills.
- Solid analytical skills – ability assess data, summarize results clearly, and draw meaningful & logical conclusions for management review
- Ability to understand and record/reflect detailed accounting information accurately.
- Ability to demonstrate sound business judgment.
- Knowledge of financial practices, procedures and operations.
- Basic understanding of internal controls relating to disbursement and receipt processes.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with percent of contributions matched, choice of health benefit plan from several options, life

insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume to: Alison Henley, Human Resources Development Officer, U.S. Bankruptcy Court, 1100 Commerce Street, Rm. 1254, Dallas, Texas 75242, or submit by e-mail (in Word or WordPerfect only) to:

employment@txnb.uscourts.gov

The selected candidate will be subject to an extensive FBI background investigation as a condition of employment. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.